

Freedom of Information Act, 2014

You may use this form to apply, under the FOI Act, for records held by the Department of Justice

What is Freedom of Information?

The Freedom of Information Act came into effect on 21 April, 1998. This Act gives you the right to access records held by Government departments and certain public bodies.

What can you ask for?

You can ask for the following records held by Government departments or certain public bodies:

- any records relating to you personally, whenever created
- all other records created after 21 April, 1998

Procedure for accessing records

To access a record you must apply in writing to the *Information Officer, Information Unit (FOI) Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52* stating that the request is made under the Freedom of Information Act **clearly identifying the records** that you seek. If you are seeking personal records, you should include photographic identification. Should you need assist in making your request, you can contact foi@justice.ie.

Processing of applications

You will receive an acknowledgement of your application within 10 working days. A decision on your application will normally be made within 20 working days. If your request is refused you will be given reasons for the refusal.

Can you appeal against the decision?

Yes. If you are not satisfied with the decision regarding your FOI request you may ask the Department for an "internal review" of that decision. A more senior officer will review your application. You will be told the result of this review within 15 working days. If you are unhappy with the outcome of the "internal review" an appeal, in writing, may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner, 18 Lower Lesson Street, Dublin 2.

Do you have to pay?

Fees may be charged for the cost of photocopying in the case of personal information. Charges may also apply in respect of the search and retrieval of other information.

Request for Access to Records under the FOI Act 2014

Please use **BLOCK** letters

Surname: _____

First Name: _____

Postal Address: _____

E-Mail Address _____

Telephone Number(s)

Home: _____ **Mobile :** _____

Business: _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

Form of Access

My preferred form of access is; _____
(please tick as appropriate)

- to receive copies of the records by post
- other - please specify

In accordance with Section 12 of the FOI Act, I request access to records which are:

(Please tick as appropriate)

Personal

Non-personal

(In the space provided please describe the records as fully as you can. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.)

I request the following records:

PLEASE SIGN HERE: _____

DATE: _____